

**RULES
OF
TENNESSEE BOARD FOR PROFESSIONAL COUNSELORS,
MARITAL AND FAMILY THERAPISTS, AND CLINICAL PASTORAL THERAPISTS
DIVISION OF HEALTH RELATED BOARDS**

**CHAPTER 0450-2
GENERAL RULES GOVERNING MARITAL AND FAMILY THERAPISTS**

TABLE OF CONTENTS

0450-2-.01	Definitions	0450-2-.12	Continuing Education
0450-2-.02	Scope of Practice	0450-2-.13	Professional Ethics
0450-2-.03	Necessity of Certification or Licensure	0450-2-.14	Evidence of Clinical Practice Experience
0450-2-.04	Qualifications for Licensure	0450-2-.15	Disciplinary Actions and Civil Penalties
0450-2-.05	Procedures for Licensure	0450-2-.16	Duplicate Certificate or License
0450-2-.06	Fees	0450-2-.17	Change of Address and/or Name
0450-2-.07	Application Review, Approval, Denial, Interviews	0450-2-.18	Mandatory Release of Client Records
0450-2-.08	Examinations	0450-2-.19	Board Meetings, Officers, Consultants, Records, and Declaratory Orders
0450-2-.09	Renewal of Certificate or License	0450-2-.20	Consumer Right-To-Know Requirements
0450-2-.10	Supervision		
0450-2-.11	Retirement and Reactivation of Certificate or License		

0450-2-.01 DEFINITIONS. As used in this rule, the terms and acronyms shall have the following meanings ascribed to them:

- (1) Actively engaged - Engaged in the practice of marital and family therapy for 10 or more face-to-face client contact hours per week.
- (2) Advertising - Includes, but is not limited to, business solicitations, with or without limiting qualifications, in a card, sign, or device issued to a person; in a sign or marking in or on any building; or in any newspaper, magazine, directory, or other printed matter. Advertising also includes business solicitations communicated by individual, radio, video, or television broadcasting or any other means designed to secure public attention.
- (3) AAMFT - When the acronym AAMFT appears in this rule, it is intended to mean American Association for Marriage and Family Therapy.
- (4) Applicant - Any individual seeking licensure by the board who has submitted an official application and paid the application fee.
- (5) Approved Supervisor - MFT - A person who is an AAMFT supervisor whose qualifications are equivalent to AAMFT standards, pursuant to rule 0450-2-.10.
- (6) Board - The Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists.
- (7) Board administrative office - The office of the administrator assigned to the board located at 425 Fifth Avenue North, 1st Floor Cordell Hull Building, Nashville, TN 37247-1010.
- (8) Board Designee - Any person who has received a written delegation of authority from the board to perform board functions subject to review and ratification by the full board where provided by these rules.
- (9) Certified Marital and Family Therapist - Any person who has met the qualifications for certified marital and family therapist and holds a current, unsuspended or unrevoked certificate which has been lawfully issued by the board.

(Rule 0450-2-.01, continued)

- (10) Client Contact Hour - A 50 minute period a therapist/counselor spends working with an individual, couple, family, or group.
- (11) Clinical practice/experience - A period of not less than 10 hours per week of face-to-face client contact.
- (12) Clock hour - Sixty minutes in a continuing education activity. Providers who measure continuing education activities in “continuing education units” shall define CEU in clock hours.
- (13) Closed Files - An administrative action which renders an incomplete or denied file inactive.
- (14) Continuing education - Education beyond the basic licensing educational requirement which is related to the practice of marriage and family therapy.
- (15) Department - Tennessee Department of Health.
- (16) Division - The Division of Health Related Boards, Department of Health, from which the board receives administrative support.
- (17) Fee - Money, gifts, services, or anything of value offered or received as compensation in return for rendering services.
- (18) Fee Splitting - The practice of paying commissions to colleagues out of fees received from clients who have been referred by the colleague for rendering services.
- (19) Good Moral Character - Any individual being highly regarded in personal behavior and professional ethics.
- (20) He/she Him/her - When he appears in the text of these rules the word represents both the feminine and masculine genders.
- (21) HRB - When the acronym HRB appears in this rule, it is intended to mean Health Related Boards.
- (22) Internship - The supervised, planned, practical experience completed near the end of the educational process and obtained in the clinical setting by observing and applying the principles, methods and techniques learned in training and/or educational settings. The internship involves a longer period of time than the practicum.
- (23) License - Document issued to an applicant who successfully completes the licensure process. The license takes the form of an “artistically designed” license as well as other versions bearing an expiration date.
- (24) Licensed Marital and Family Therapist - Any person who has met the qualifications for licensed marital and family therapist and holds a current, unsuspended or unrevoked, license which has been lawfully issued by the board.
- (25) Marital and Family Therapy - The diagnosis and treatment of cognitive, affective, and behavioral problems and dysfunctions within the context of marital and family systems. Marital and family therapy involves the professional application of psychotherapeutic family systems theories and techniques in the delivery of services to individuals (in the context of family system, theory and practice), couples, and families.
- (26) Person - Any individual, firm, corporation, partnership, organization, or body politic.

(Rule 0450-2-.01, continued)

- (27) Practice of Marital and Family Therapy - The rendering of professional marital and family therapy to individuals, family groups, and couples, singly or in groups, whether such services are offered directly to the general public or through organizations, either public or private, for a fee (excluding volunteer hours).
- (28) Practicum - The supervised, planned, practical experience occurring in a clinical setting, for an early introduction to subject matter. It is generally time-bound and for a shorter period of time than an internship, but it allows for demonstration and testing of information, knowledge, and skills acquired.
- (29) Private Practice - The practice of counseling or therapy other than in a public or nonprofit agency or entity.
- (30) Professional Examination Service - The testing service whose written examination has been adopted by the board.
- (31) Recognized educational institution - Any educational institution that is accredited by a nationally or regionally recognized educational body.
- (32) Registrant - Any person who has been lawfully issued a certificate or license.
- (33) Relative - Parent, spouse, former spouse, siblings, children, cousins, in-laws (present and former), aunts, uncles, grandparents, grandchildren, step-children, employees, or anyone sharing the same household.
- (34) Supervisee - An individual who is engaged in a graduate or post graduate, supervised experience under the direction of a supervisor.
- (35) Supervision - The ongoing, direct clinical review, for the purpose of training or teaching, by an approved supervisor who monitors the performance of a person's supervised interaction with a client and provides regular documented face-to-face consultation, guidance, and instructions with respect to the clinical skills and competencies of the person supervised. Supervision may include, without being limited to, the review of case presentations, audio tapes, video tapes, and direct observation.
- (36) Use a title or description of - To hold oneself out to the public as having a particular status by means of stating on signs, mailboxes, address plates, stationery, announcements, business cards, or other instruments of professional identification.
- (37) Written evidence - Includes, but is not limited to, verification from supervisors or other professional colleagues familiar with the applicant's work.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-22-102, 63-22-115, and 63-22-150. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed April 30, 2002; effective July 14, 2002.

0450-2-.02 SCOPE OF PRACTICE. The following shall be considered necessary when addressing the scope of practice for marital and family therapists.

- (1) Marital and family therapy means the diagnosis and treatment of cognitive, affective, and behavioral problems and dysfunctions within the context of marital and family systems. Marital and family therapy involves the professional application of psychotherapeutic family systems theories and techniques in the delivery of services to individuals, couples, and families (in the context of family systems theory and practice).

(Rule 0450-2-.02, continued)

- (2) Practice of marital and family therapy means the rendering of professional marital and family therapy to individuals, family groups and couples, singly or in groups, whether such services are offered directly to the general public or through organizations, either public or private, for a fee.
- (3) Any person who engages in any unlawful act enumerated in these rules and T.C.A. §§ 63-22-101, et seq., is guilty of a Class B misdemeanor.
- (4) Nothing in these rules shall be construed as permitting any person certified or licensed as a MFT to perform psychological testing intended to measure and/or diagnose mental illness. Consistent with each therapist's formal education and training, licensed marital and family therapists may administer and utilize appropriate assessment instruments which measure and/or diagnose cognitive, affective and behavioral problems and dysfunctions of individuals couples and families as part of the therapy process or in the development of a treatment plan (in the context of marital and family systems).
- (5) Nothing in this act shall be construed to apply to any person regulated by the board of nursing.
- (6) Nothing in these rules shall be construed as permitting individuals registered with the board to administer or prescribe drugs or in any manner engage in the practice of medicine as defined by Tennessee law.

Authority: T.C.A. §§4-5-202, 63-22-106, 63-22-115, and 63-22-150. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.03 NECESSITY OF CERTIFICATION OR LICENSURE.

- (1) It is unlawful for any person who is not certified or licensed in the manner prescribed in T.C.A. §§ 63-22-101, et seq., to represent himself as a certified or licensed marital and family therapist or to hold himself out to the public as being certified or licensed by means of using a title on signs, mailboxes, address plates, stationery, announcements, telephone listings, calling cards, or other instruments of professional identification.
- (2) Marital and Family therapy is one of the healing arts and as such the practice of which is restricted to those persons credentialed by this board. Persons engaging in the practice of marital and family therapy without being credentialed or expressly exempted by the law are in violation of division law, T.C.A. § 63-1-123.
- (3) Nothing in these rules shall be construed to constrict or limit the Medical Practice Act, the Social Work Certification and Licensing Law, the Nursing Practice Act, or the Psychology Licensing Act (T.C.A. § 63-22-113(a)).
- (4) These rules shall not apply to any priest, rabbi, or minister of the gospel of any religious denomination when performing counseling services as part of his pastoral or professional duties, or to any person who is licensed to practice medicine, when providing counseling services as part of his professional practice (T.C.A. § 63-22-113(b)).
- (5) No other person shall hold himself out to the public by a title or description of services incorporating the words certified marital and family therapist (CMFT) or licensed marital and family therapist (LMFT) and he shall not state or imply that he is certified or licensed. Nothing in this rule shall prohibit a person from stating or using the educational degrees which he has obtained. The provisions of these rules do not apply to a person if that person is preparing for the practice of MFT under a qualified supervisor in a training institution or facility or supervisory arrangement pursuant to rule 0450-2-.10 and such person is designated by such titles as "marital therapy intern", "family therapy trainee", or other clearly indicating a training status.

(Rule 0450-2-.03, continued)

Authority: T.C.A. §§4-5-202, 63-1-123, 63-22-101, 63-22-113, 63-22-115, 63-22-117, and 63-22-118.
Administrative History: Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.04 QUALIFICATIONS FOR LICENSURE.

- (1) Marital and Family Therapist by Examination. Prior to submitting an application each of the following qualifications must be met by a candidate for marital and family therapist.
 - (a) Be at least 18 years of age,
 - (b) The applicant shall provide evidence that he is highly regarded in moral character and professional ethics (rule 0450-2-.05),
 - (c) Education. The education requirement must be completed prior to the date of application.
 1. Masters or doctoral degree in marriage and family therapy or equivalent from an institution accredited by the Southern Association of Colleges and Schools or by a comparable accrediting body.
 2. The degree may be acceptable in a related subject field, so long as the degree contains the following coursework (all courses must be at least one semester in length):
 - (i) Human Development and Personality - 3 courses
 - (ii) Marriage and Family Studies - 3 courses
 - (iii) Marriage and Family Therapy - 3 courses
 - (iv) Research - 1 course
 - (v) Professional Ethics - 1 course
 - (vi) Assessment and diagnosis of cognitive, affective and behavioral problems and dysfunctions in the DSM IV T.R. (or its successor) nomenclature - 1 course
 - (vii) Supervised practicum/internship which includes experience in the assessment, diagnosis, and treatment of cognitive, affective and behavioral problems or dysfunctions in the DSM IV T.R. (or its successor) nomenclature, pursuant to T.C.A. § 63-22-106.
 - (d) Two years of post-masters clinical experience consisting of not less than 10 hours per week pursuant to rule 0450-2-.14 and 0450-2-.05.
 - (e) Applicant shall pass examinations pursuant to rule 0450-2-.08.
 - (f) Until receipt of a license to practice as a Marital and Family Therapist, an applicant will be required to practice under supervision, pursuant to Rule 0450-2-.10.
- (2) Upgrading from Certification Status to Licensure Status. Individuals certified on July 1, 1991, as marital and family therapists may upgrade from certification to licensure by any of the following methods:
 - (a) Providing to the board a copy of his current CMFT renewal certificate and complying with the requirements pursuant to rule 0450-2-.04(1) by submitting evidence of current AAMFT clinical membership status; or

(Rule 0450-2-.04, continued)

- (b) Providing to the board a copy of his current CMFT renewal certificate and submitting documentation that he has received 200 hours clinical supervision pursuant to rule 0450-2-.10; or
 - (c) Providing to the board a copy of his current CMFT renewal certificate and verification to the board's satisfaction that he has had 15 years of clinical practice as a certified marital and family therapist.
- (3) Marital and Family Therapist Licensure by Reciprocity. Individuals seeking licensure by reciprocity must meet the following qualifications:
 - (a) Hold a current MFT certificate or license from another state;
 - (b) Meet licensure requirements pursuant to Rule 0450-2-.04(1)(a) through (d); and
 - (c) Pass the oral examination pursuant to Rule 0450-2-.08.
- (4) Marital and Family Therapy by Endorsement. Individuals seeking licensure by endorsement must meet the following qualifications.
 - (a) Be at least 18 years of age.
 - (b) The applicant shall provide evidence that he is highly regarded in personal character and professional ethics.
 - (c) Have current certification by the American Association for Marriage and Family Therapy as a clinical member.
 - (d) Applicant shall pass examination pursuant to rule 0450-2-.08.

Authority: T.C.A. §§4-5-202, 4-5-203, 4-5-204, 63-22-101, 63-22-102, 63-22-103, 63-22-104, 63-22-106, 63-22-107, 63-22-110, and 63-22-116. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed October 18, 1995; effective January 1, 1996. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed November 21, 2001; effective February 4, 2002.

0450-2-.05 PROCEDURES FOR LICENSURE. To become licensed as a marital and family therapist in Tennessee a person must comply with the following procedures and requirements:

- (1) Licensed Marital and Family Therapist by Examination
 - (a) An application packet shall be requested in writing from the board administrative office and such written request shall be accompanied by a check or money order for a portion of the application fee, as provided in rule 0450-2-.06. This fee is nonrefundable and subject to the application completion time frame pursuant to rule 0450-2-.07. The remainder of the nonrefundable application fee is due upon submission of the application.
 - (b) An applicant shall respond truthfully and completely to every question or request for information contained in the application form and submit it along with all documentation and fees required by the form and this rule to the board's administrative office. It is the intent of this rule that all steps necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all documentation be filed simultaneously.
 - (c) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board.

(Rule 0450-2-.05, continued)

meeting scheduled for the purpose of reviewing files. Supporting documents requested in these instructions must be received in the board office within 60 days of receipt of your application or the file will be closed.

- (d) An applicant shall pay, at the time of application, the remainder of the nonrefundable application fee as provided in rule 0450-2-.06.
- (e) An applicant shall submit verification of having completed a supervised practicum or internship pursuant to the authority granted in T.C.A. § 63-22-106 and 63-22-115.
- (f) An applicant shall submit with his application, a certified photocopy of his birth certificate.
- (g) An applicant shall submit a clear and recognizable recently taken, bust photograph which shows the full head face forward from at least the top of the shoulders up.
- (h) It is the applicant's responsibility to request a graduate transcript from his degree granting institution, pursuant to T.C.A. § 63-22-106, be submitted directly from the school to the board's administrative office. The institution granting the degree must be accredited at the time the degree was granted. The transcript must show that the degree has been conferred and carry the official seal of the institution and reference the name under which the applicant has applied for licensure. The transcript must show a masters or doctoral degree with a major in marriage and family therapy or equivalent. The applicant must demonstrate to the board, by a preponderance of the evidence, that the degreed program documented by the transcript meets the requirements of T.C.A. § 63-22-106. The educational requirement contained in this rule must be completed prior to the date of application for licensure.
- (i) An applicant shall complete and submit the worksheet for reporting course work.
- (j) An applicant shall submit evidence of good moral character. Such evidence shall include at least two recent, within the preceding 12 months, original letters from professionals attesting to the applicant's personal character and professional ethics and typed on the signator's letterhead.
- (k) An applicant shall submit evidence of 1,000 hours of clinical practice and 200 hours of supervision by an approved supervisor over a period of not less than two years.
- (l) An applicant, upon being deemed eligible by the board, shall be required to pass the written and oral examinations, pursuant to rule 0450-2-.08.
- (m) An applicant shall disclose the circumstances surrounding any of the following:
 - 1. Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations.
 - 2. The denial of certification or licensure application by any other state or the discipline of the certificate holder or licensee in any state.
 - 3. Loss or restriction of certification or licensure privileges.
 - 4. Any civil suit judgment or civil suit settlement in which the applicant was a party defendant including, without limitation, actions involving malpractice, breach of contract, antitrust activity or any other civil action remedy recognized under any country's or state's statutory, common, or case law.

(Rule 0450-2-.05, continued)

- (n) Where necessary, all documents required to be submitted shall be translated into English and such translation certified along with the original document as to authenticity by the issuing source.
 - (o) Application review and licensure decisions shall be governed by rule 0450-2-.07.
 - (p) Personal resumes are not acceptable and will not be reviewed.
 - (q) The burden is on the applicant to prove by a preponderance of the evidence that he possess the qualifications for licensure by examination.
- (2) Licensed Marital and Family Therapist by Upgrade:
- (a) An application for upgrade shall be requested in writing and such written request shall be accompanied by a check or money order for a portion of the upgrade review fee pursuant to rule 0450-2-.06. This fee is nonrefundable and subject to the completion time frames pursuant to this rule. The remainder of the application fee is due upon submission of the application.
 - (b) Requests for upgrade will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files. Supporting documents requested in these instructions must be received in the board office within 60 days of receipt of your application or the file will be closed.
 - (c) An applicant seeking to upgrade shall pay, at the time of the application, the remainder of the nonrefundable application fee as provided in rule 0450-2-.06.
 - (d) An applicant shall respond truthfully and completely to every question or request for information contained in the form, and submit it along with all documentation and fees required by the form and this rule to the board's administrative office. It is the intent of this rule that all activities necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all documentation be filed simultaneously.
 - (e) An individual currently registered with the board may upgrade his certification to licensure by providing a copy of his current CMFT certificate and do the following:
 - 1. Submit evidence of current clinical membership in AAMFT; or
 - 2. Submit evidence that he has received 200 hours of clinical supervision pursuant to rule 0450-2-.10, or
 - 3. Provide verification to the board's satisfaction that he has had 15 years of clinical practice as a certified marital and family therapist.
 - (f) An applicant shall disclose the circumstances surrounding any of the following:
 - 1. Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations.
 - 2. The denial of licensure application by any other state or the discipline of the certificate holder or licensee in any state.
 - 3. Loss or restriction of certification or licensure.

(Rule 0450-2-.05, continued)

4. Any civil suit judgment or civil suit settlement in which the applicant was a party defendant including, without limitation, actions involving malpractice, breach of contract, antitrust activity or any other civil action remedy recognized under any country's or state's statutory, common, or case law; and
 - (g) Where necessary, all documents required to be submitted shall be translated into English and such translation certified along with the original document as to authenticity by the issuing source.
 - (h) Upgrade review and licensure decisions shall be governed by rule 0450-2-.07.
 - (i) Personal resumes are not acceptable and will not be reviewed.
 - (j) The burden is on the applicant to prove by a preponderance of the evidence that he possesses the qualifications to upgrade to licensure status.
- (3) Licensed Marital and Family Therapist by Reciprocity
- (a) The Board may issue a license to any individual who holds a current marital and family therapist certificate or license from another state if the applicant meets the qualifications for licensure stated in Rule 0450-2-.04(3).
 - (b) An application packet shall be requested in writing from the board's administrative office, and such written request shall be accompanied by a check or money order for a portion of the application for licensure fee as provided in rule 0450-2-.06. This fee is nonrefundable and subject to the application completion time frame pursuant to rule 0450-2-.07. The remainder of the application for licensure fee is due upon completion and submission of the application.
 - (c) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files. Supporting documents requested in these instructions must be received in the board office within 60 days of receipt of your application or the file will be closed.
 - (d) An applicant shall respond truthfully and completely to every question or request for information contained in the application form and submit it along with all documentation and fees required by the form and this rule to the board's administrative office. It is the intent of this rule that all steps necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all documentation be filed simultaneously.
 - (e) An applicant shall pay, at the time of application, the remainder of the nonrefundable application fee as provided in rule 0450-2-.06.
 - (f) An applicant shall submit a clear and recognizable recently taken, bust photograph which shows the full head face forward from at least the top of the shoulders up.
 - (g) An applicant shall submit with his application a certified photocopy of his birth certificate.
 - (h) An applicant shall submit evidence of good moral character. Such evidence shall include two recent, within the preceding 12 months, two original letters from professionals attesting to the applicant's personal character and professional ethics and typed on the signator's letterhead.
 - (i) An applicant shall submit a copy of his original certificate or license with number from other state in effect at the time the original license was issued.

(Rule 0450-2-.05, continued)

- (j) An applicant must submit a copy of his renewal certificate with the number from the other state and expiration date.
 - (k) The applicant shall provide the board with a copy of his state's certification or licensing law and rules in effect at the time the applicant was credentialed.
 - (l) The applicant shall direct the appropriate certification or licensing agency in his state to send an official statement which indicates that such certificate or license is in effect and in good standing and under what provision such certificate or license was issued (i.e., grandfathering, examination, reciprocity, endorsement, etc.).
 - (m) An applicant shall disclose the circumstances surrounding any of the following:
 - 1. Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations.
 - 2. The denial of certification or licensure application by any other state or the discipline of the certificate holder or the licensee in any state.
 - 3. Loss or restriction of certification or license.
 - 4. Any civil suit judgment or civil suit settlement in which the applicant was a party defendant including, without limitation, actions involving malpractice, breach of contract, antitrust activity or any other civil action remedy recognize under any country's or state's statutory, common, or case law.
 - (n) Where necessary, all documents required to be submitted shall be translated into English and such translation certified along with the original document as to authenticity by the issuing source.
 - (o) Application review and licensure decisions shall be governed by rule 0450-2-.07.
 - (p) Personal resumes are not acceptable and will not be reviewed.
 - (q) The burden is on the applicant to prove by a preponderance of the evidence that his credentials at the time of certification/license in the other state was issued based on requirements that were at least equal to Tennessee's current requirements.
 - (r) An applicant shall submit evidence of two years post-masters supervised MFT practice, pursuant to rule 0450-2-.10.
- (4) Licensed Marital and Family Therapists by Endorsement:
- (a) The board may issue a license to an individual who holds current clinical certification by the American Association for Marriage and Family Therapy, however, an applicant for licensure by endorsement will be required to take the oral section of the examination, pursuant to rule 0450-2-.08.
 - (b) An application packet shall be requested in writing from the board administrative office, and such written request shall be accompanied by a check or money order for a portion of the application for licensure fee as prescribed in rule 0450-2-.06. This fee is nonrefundable and subject to the application completion time frame pursuant to rule 0450-2-.07. The remainder of the application for licensure fee is due upon completion and submission of the application.

(Rule 0450-2-.05, continued)

- (c) Applications will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files. Supporting documents requested in these instructions must be received in the board office within 60 days of receipt of your application or the file will be closed.
 - (d) An applicant shall respond truthfully and completely to every question or request for information contained in the application form and submit it along with all documentation and fees required by the form and this rule to the board administrative office. It is the intent of this rule that all steps necessary to accomplish the filing of the required documentation be completed prior to filing an application and that all documentation be filed simultaneously.
 - (e) An applicant shall pay, at the time of application, the remainder of the nonrefundable application fee as provided in rule 0450-2-.06.
 - (f) An applicant shall submit a clear and recognizable recently taken, bust photograph which shows the full head face forward from at least the top of the shoulders up.
 - (g) An applicant shall submit a certified photocopy of his birth certificate.
 - (h) An applicant shall submit evidence of good moral character. Such evidence shall include two original letters from professionals attesting to the applicant's personal character and professional ethics and typed on the signator's letterhead.
 - (i) An applicant shall submit evidence of holding a current clinical membership in the American Association for Marriage and Family Therapy.
 - (j) An applicant shall disclose the circumstances surrounding any of the following:
 - 1. Conviction of any criminal law violation of any country, state, or municipality, except minor traffic violations.
 - 2. The denial of certification or licensure application by any other state or the discipline of the certificate holder or the licensee in any state.
 - 3. Loss or restriction of certification or licensure.
 - 4. Any civil suit judgment or civil suit settlement in which the applicant was a party defendant including, without limitation, actions involving malpractice, breach of contract, antitrust activity or any other civil action remedy recognized under any country's or state's statutory, common, or case law.
 - (k) Where necessary, all documents required to be submitted shall be translated into English and such translation certified along with the original document as to authenticity by the issuing source.
 - (l) Application review and licensure decisions shall be governed by rule 0450-2-.07.
 - (m) Personal resumes are not acceptable and will not be reviewed.
 - (n) The burden is on the applicant to prove by a preponderance of the evidence that he meets the qualifications for licensure.
- (5) Temporary Licensure for Marriage and Family Therapists.

(Rule 0450-2-.05, continued)

- (a) A temporary license may be issued by the board to an applicant for marital and family therapist who has completed the academic course work and training (except for the required post-masters supervised clinical experience) required for licensure as a marital and family therapist.
- (b) A temporary license obtained pursuant to this section authorizes an applicant to perform the functions of a marital and family therapist as defined by T.C.A. § 63-22-115(a)(5) while working under the supervision of an approved supervisor as defined by T.C.A. § 63-22-115(a)(2) and (9). Said supervisor shall be in good standing with their respective licensing boards and professional associations.
 - 1. As part of the application process for temporary licensure, the applicant must submit, on a form provided by the Board, information about the proposed supervisor. Should the proposed supervisor(s) meet the requirements indicated in (5)(b) above, the board will approve that person to do the supervision. Any change in supervisor must be approved by the board, in writing, in advance.
 - 2. The holder of a temporary license as a marital and family therapist shall not represent himself or herself to be a licensed marital and family therapist. He/she may only represent him/herself to be a “marital therapy intern,” a “family therapy trainee,” or other such title or designation that clearly reflects trainee status and temporary licensure.
- (c) In order to receive a temporary license, an applicant must submit to the board a completed application for temporary licensure as a LMFT, and meet all the requirements of Rule 0450-2-.05 (1) or (3), except as noted in this paragraph, including payment of all the appropriate fees.
- (d) No person may be issued more than one (1) temporary license, nor shall a temporary license be valid for more than three (3) years.
- (e) If an applicant is granted a temporary license, the license shall remain valid for a period of not more than three (3) years or until the board grants or denies the regular license application or it shall become invalid for reasons such as, but not limited to, the following:
 - 1. failure to take the written examination required by the board within nine (9) months following the issuance of the temporary license;
 - 2. failure to pass the written exam within two years following issuance of the temporary license;
 - 3. expiration of the three year period defined in the statute;
 - 4. failure to continue in supervision during the three year period the license may be valid, even if the required practice hours have been accumulated;
 - 5. change of supervisors without notifying the board, submitting the credentials of the proposed supervisor, or obtaining the board’s approval;
 - 6. violation of any provision of T.C.A. § 63-22-110(b).
- (f) When the temporary license expires or becomes invalid for any reason, it must be returned to the Board office within ten (10) days. The supervisor is expected to notify the board of any reason he is aware of that the temporary license should become invalid. The board will notify the supervisor when the temporary license becomes invalid.
- (g) To replace the temporary licensure with a regular license, the applicant shall notify the board in writing, using a form provided by the board, and present supporting documentation

(Rule 0450-2-.05, continued)

demonstrating the satisfactory completion of the required Post Master's supervised experience in a clinical setting. The board shall then grant or deny the regular license application, based on satisfactory completion of all requirements for licensure, including passing an oral examination.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-22-102, 63-22-104, 63-22-106, 63-22-107, 63-22-115, 63-22-116, 63-22-120, 63-22-121, and 63-22-150. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed January 29, 1998; effective April 14, 1998. Amendment filed December 7, 1998; effective February 20, 1999. Amendment filed April 10, 2002; effective June 24, 2002. Amendment filed April 30, 2002; effective July 14, 2002.

0450-2-.06 FEES.

- (1) The fees authorized by statutes are established as follows:
 - (a) Application fee - A nonrefundable fee to be paid by all applicants including those seeking licensure by reciprocity. It must be paid each time an application for licensure is filed. A portion of the application fee shall accompany a written request for an application packet. The remainder of the application fee is due upon the completion and submission of the application.
 - (b) Replacement Certification or License Fee - A nonrefundable fee to be paid when an individual requests a replacement for a lost or destroyed "artistically designed" license or certification.
 - (c) Endorsement/Verification - A nonrefundable fee paid for each certification, verification, or endorsement of an individual's record for any purpose.
 - (d) Late Renewal Fee - A nonrefundable fee to be paid when an individual fails to timely renew a certificate or license.
 - (e) License Fee - A nonrefundable fee to be paid prior to the issuance of the "artistically designed" license.
 - (f) Renewal fee - A nonrefundable fee to be paid by all license and certificate holders. This fee also applies to individuals who reactivate a retired or lapsed certificate or license.
 - (g) State Regulatory Fee - To be paid by all individuals at the time of application and with all renewal applications.
 - (h) Upgrade review fee - A nonrefundable fee to be paid by all applicants seeking to upgrade from certification to licensure status. It must be paid each time a request for upgrade is submitted.
- (2) All fees shall be established by the board. Fees may be reviewed and changed at the discretion of the board.
- (3) All fees must be submitted to the board administrative office by certified or personal check or postal money order. Checks or money orders are to be made payable to the Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists.
- (4) Fee Schedule:

	Amount
(a) Certified Marital and Family Therapist	
1. Replacement Certification	\$ 25.00
2. Endorsement/Verification	20.00

(Rule 0450-2-.06, continued)

3.	Late Renewal	75.00
4.	Renewal (Biennial)	190.00
5.	State Regulatory (Biennial)	10.00
6.	Upgrade Review	50.00
(b)	Licensed Marital and Family Therapist	
1.	Application and Oral Examination	\$250.00
2.	Replacement License	25.00
3.	Endorsement/Verification	20.00
4.	Late Renewal	75.00
5.	Renewal (Biennial)	190.00
6.	State Regulatory (Biennial)	10.00
7.	Temporary License	150.00

Authority: T.C.A. §§4-3-1011, 4-5-202, 4-5-204, 63-1-103, 63-1-106, 63-1-107, 63-1-108, 63-1-112, 63-1-118, 63-22-102, 63-22-106, 63-22-107, 63-22-108, and 63-22-121. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed December 7, 1998; effective February 20, 1999. Amendment filed July 31, 2000; effective October 14, 2000. Amendment filed April 10, 2002; effective June 24, 2002. Amendment filed August 16, 2002; effective October 30, 2002.

0450-2-.07 APPLICATION REVIEW, APPROVAL, DENIAL, INTERVIEWS.

- (1) An application packet shall be requested in writing and such written request shall be accompanied by a check or money order for a portion of the application for licensure fee pursuant to rule 0450-2-.06. This fee is nonrefundable and subject to the application completion time frames pursuant to this rule. The remainder of the fee is due when the application is submitted.
- (2) Applications for licensure will be accepted throughout the year and files which are completed on or before the 30th day prior to the meeting will ordinarily be processed at the next board meeting scheduled for the purpose of reviewing files.
- (3) Initial review of all applications to determine whether or not the application file is complete may be delegated to the board's administrator. Initial approval or denial must then be made by at least one member of the board or its designated consultant after review by that person. Any such initial approval or denial must be ratified or reversed by the board.
- (4) If an application is incomplete when received in the board administrative office, a deficiency letter will be sent to the applicant notifying him of the deficiency. The requested information must be received in the board administrative office on or before the 30th day after receipt of the notification.
 - (a) Such notification shall be sent certified mail return receipt requested from the board's administrative office.

(Rule 0450-2-.07, continued)

- (b) If the requested information is not received within the 30 day period, the application file shall be closed and the applicant notified. No further board action will take place until a new application is received pursuant to the rules governing the application process, including another payment of all fees.
- (5) If a completed application has been denied and ratified as such by the board, the action shall become final and the following shall occur:
 - (a) A notification of the denial shall be sent by the board's administrative office by certified mail return receipt requested. Specific reasons for denial will be stated, such as incomplete information, unofficial records, examination failure, or other matters judged insufficient for licensure, and such notification shall contain all the specific statutory or rule authorities for the denial.
 - (b) The notification, when appropriate, shall also contain a statement of the applicant's right to request a contested case hearing under the Tennessee Administrative Procedures Act (T.C.A. §§ 4-5-301, et seq.) to contest the denial and the procedure necessary to accomplish that action.
 - (c) An applicant has a right to a contested case hearing only if the licensure denial was based on subjective or discretionary criteria.
 - (d) An applicant may be granted a contested case hearing if licensure denial is based on an objective, clearly defined criteria only if after review and attempted resolution by the board's administrative staff, the licensure application can not be approved and the reasons for continued denial present a genuine issue of fact and/or law which is appropriate for appeal. Such request must be made in writing to the board within 30 days of the receipt of the notice from the board.
- (6) The board may at its discretion delay a decision on eligibility to take the written and/or oral examination(s) for any applicant for whom the board wishes additional information for the purpose of clarifying information previously submitted. This request is to be in writing and shall be made within 60 days from the date of the official review of the application by the board.
- (7) If the board finds it has erred in the issuance of a license, the board will give written notice by certified mail of its intent to revoke the license. The notice will allow the applicant the opportunity to meet the requirements of licensure within 30 days from date of receipt of the notification. If the applicant does not concur with the stated reason and the intent to revoke the license, the applicant shall have the right to proceed according to rule 0450-1-.07(5).
- (8) Whenever requirements for licensure are not completed within twelve (12) months from the date of the initial review of application and credentials, and within six (6) months from receipt of the application by endorsement, reciprocity or upgrade, written notification will be mailed to the applicant and the application file will be closed. Upon the applicant's failure to appear for a scheduled oral examination without appropriate notification, the board may, in its discretion, consider the application file closed. An applicant whose file has been closed shall subsequently be considered for licensure only upon the filing of a new application and payment of all appropriate fees.
- (9) Abandonment of Application
 - (a) An application shall be deemed abandoned and closed if:
 - 1. The application has not been completed by the applicant within 12 months after it was initially reviewed by the board; and
 - 2. The applicant fails to sit for the written exam, if applicable, or oral examination within 12 months after being notified of eligibility.

(Rule 0450-2-.07, continued)

- (b) The above actions must be ratified by the board.
- (c) An application submitted subsequent to the abandonment of a prior application shall be treated as a new application.
- (10) If an applicant requests an entrance for licensure and after Board review, wishes to change that application to a different type of entrance, a new application, with supporting documents and an additional application fee must be submitted, i.e., endorsement to examination.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-22-102, 63-22-106, 63-22-107, and 63-22-110. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed January 31, 2000; effective April 15, 2000. Amendment filed July 31, 2000; effective October 14, 2000.

0450-2-.08 EXAMINATIONS. Except as provided in this rule, an individual seeking licensure shall be required to pass Board-approved written and oral examinations. Except as provided in this rule, passing the written examination is a prerequisite to taking the oral examination.

- (1) Written Examination - The written examination shall be passed by all applicants except those who upgrade or are approved for licensure by reciprocity pursuant to rule 0450-2-.04.
 - (a) The Board adopts as its written examination for marital and family therapists licensure the Professional Examination Service (PES) published examination or their successor examination, as developed by the Association of Marital and Family Therapy Regulatory Boards.
 - (b) Upon being deemed eligible, the Board shall send an examination admissions form to approved applicants.
 - (c) The applicant shall complete the examination admissions form and return to PES.
 - (d) PES shall provide the applicant information to schedule the examination at Prometric Testing Centers.
 - (e) PES shall notify the Board and the applicant of the written examination results.
 - (f) Passing scores on the examination are determined by PES. Such passing scores as certified to the Board by PES are adopted by the Board as constituting successful completion of the written examination. A passing score will qualify the applicant for the oral examination, if all other requirements pursuant to rule 0450-2-.05 have been successfully completed.
- (2) Oral Examination
 - (a) Oral examinations are required for all applicants except those approved to upgrade from CMFT to LMFT.
 - (b) An oral examination is scheduled for each applicant as soon as reasonable after the Board's receipt of a passing score from the written examination or upon being deemed eligible by the board. Notification of admission to the oral examination will be provided to applicants in writing from the Board's administrative office at least thirty (30) days prior to the examination date.
 - (c) An oral examination shall be conducted by a two (2) or three (3) member committee, appointed by the president of the Board, whose written report and recommended action shall be forwarded to the Board. A passing score shall be seventy-five percent (75%).

(Rule 0450-2-.08, continued)

- (d) The Board determines oral examination sites, and respective applicants shall be notified in writing as to the location, time, and date.
 - (e) The oral examination of an applicant shall cover:
 - 1. The applicant's knowledge of the content and interpretation of T.C.A. §§ 63-22-101, et seq.
 - 2. The applicant's knowledge of the Board's current code of ethics pursuant to rule 0450-2-.13; and
 - 3. Other practice-related areas.
 - (f) The Board's administrative office will notify applicants in writing of the oral examination results once ratified by the full Board.
 - (g) If the applicant has met all other requirements, a passing score will qualify him for licensure.
- (3) If an applicant neglects, fails, or refuses to take either the written or oral examination or fails to pass either the written or oral examination for licensure under these rules within twelve (12) months after being deemed eligible by the Board, the application will be denied. However, such an applicant may thereafter make a new application accompanied by the required fee. The applicant shall meet the requirements in effect at the time of the new application.
- (4) Written or oral re-examination
- (a) Written Examination.
 - 1. Applicants who fail to pass the written examination may apply for re-examination.
 - 2. Such a request must be received in the Board's administrative office on or before the forty-fifth (45th) day after the letter notifying the applicant of the examination results is sent.
 - 3. Applicants for re-examination shall be approved pursuant to paragraph (1) of this rule.
 - (b) Oral Examination
 - 1. Applicants who fail to pass the oral examination may apply for re-examination.
 - 2. Such a request must be received in the Board's administrative office on or before the forty-fifth (45th) day after the letter notifying the applicant of the examination results is sent.
 - 3. Individuals requesting re-examination will be scheduled for the next available examination.
- (5) Appeal of oral examination results
- (a) An appeal shall be in writing to the board and the applicant shall set forth the ground(s) for appeal and all of the specific facts or circumstances which constitute the basis for the appeal and how those facts or circumstances demonstrate examiner misconduct or error.

(Rule 0450-2-.08, continued)

- (b) An applicant will be notified in writing by certified mail of the results of the appeal. In acting on appeals, the board may take such action as it deems appropriate including issuance of a license, where the board determined that the applicant has demonstrated the required competence.
- (c) If an appeal is denied, the applicant shall have the right to request a contested case hearing. Such request must be in writing and be submitted to the board within 30 days of receipt of the notice from the board.
- (6) The Board may, at its discretion, delay a decision on eligibility to take the written and/or oral examinations or re-examinations for any applicant for whom the Board wishes additional information for the purpose of clarifying information previously submitted. This request for additional information is to be in writing and shall be made within sixty (60) days from the date of the official review of the application by the Board.

Authority: T.C.A. §§4-5-202, 4-5-204, 4-5-301, 63-22-102, 63-22-103, 63-22-104, 63-22-106, 63-22-107, and 63-22-113. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed April 10, 2002; effective June 24, 2002.

0450-2-.09 RENEWAL OF CERTIFICATE OR LICENSE.

(1) Renewal Application

- (a) The due date for certificate and license renewal is the last day of the month in which a licensee's birthdate falls pursuant to the Division of Health Related Board's biennial birthdate renewal system as contained as the expiration date on renewal certificates.
- (b) Methods of Renewal
 - 1. Internet Renewals - Individuals may apply for renewal and pay the necessary fees via the Internet. The application to renew can be accessed at:

www.tennesseeanytime.org
 - 2. Paper Renewals - For licensees or certificate holders who have not renewed their license or certificate online via the Internet, a renewal application form will be mailed to each licensee and certificate holder to the last address provided to the Board. Failure to receive such notification does not relieve the individual of the responsibility of timely meeting all requirements for renewal.
- (c) A certificate or license issued pursuant to these rules is renewable by the expiration date indicated on the certificate or license. To be eligible for renewal, an individual must submit to the Division of Health Related Boards on or before the expiration date all of the following:
 - 1. A completed and signed board renewal application form; and
 - 2. The renewal and state regulatory fees as provided in rule 0450-2-.06.
- (d) Licensees or certificate holders who fail to comply with the renewal rules or notification received by them concerning failure to timely renew shall have their licenses or certificates processed pursuant to rule 1200-10-1-.10.

(2) Reinstatement of an Expired Certificate or License

- (a) Certificates or licenses that have expired may be reinstated upon meeting the following conditions:

(Rule 0450-2-.09, continued)

1. Payment of all past due renewal fees;
 2. Payment of the late renewal fee provided in rule 0450-2-.06; and
 3. Submission of evidence of completion of continuing education requirements pursuant to rule 0450-2-.12.
- (b) Renewal issuance decisions pursuant to this rule may be made administratively or upon review by any board member or the board's designee.
- (c) Anyone submitting a signed renewal form or letter which is found to be untrue may be subjecting himself to disciplinary action as provided in rule 0450-2-.15.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-107, 63-22-102, 63-22-108, 63-22-110, and 63-22-111. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed October 18, 1995; effective January 1, 1996. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed April 30, 2002; effective July 14, 2002.

0450-2-.10 SUPERVISION.

- (1) In order to document an applicant's qualifications as a marital and family therapist and to meet standards comparable to those set by the American Association for Marriage and Family Therapy, the applicant shall present evidence at the time the application is submitted of supervision by an approved supervisor or supervisor whose qualifications are equivalent to AAMFT standards. The supervision may be direct supervision by an approved supervisor who is monitoring the performance of one (1) or two (2) person's interaction with a client, or in a group setting. However, no more than one half (½) of the required supervision hours may be in a group setting. Unless otherwise defined by the AAMFT, a group setting may not consist of more than six (6) supervisees.
- (2) Conflict of Interest Supervision - Supervision provided by the applicant's parents, spouse, former spouse, siblings, children, cousins, in-laws (present or former), aunts, uncles, grandparents, grandchildren, step-children, employees, or anyone sharing the same household, shall not be acceptable toward fulfillment of licensure requirements. For the purposes of this rule, a supervisor shall not be considered an employee of the applicant, if the only compensation received by the supervisor consists of payment for actual supervisory hours.
- (3) Upon completion of the post-masters supervision requirement, pursuant to 0450-2-.04, the applicant must continue in supervision until a receipt of a license to practice as a Marital and Family Therapist. Such post-supervision may be less intense and/or less frequent than the post-masters supervision experience, depending on the supervisor's judgement.
- (4) Upon completion of the post-masters supervision required by subpart 0450-2-.04 (1) (c) 2. (vii), and upon the receipt of a license issued pursuant to this chapter, the new licensee may practice marriage and family therapy by providing mental health services without further supervision.

Authority: T.C.A. §§ T.C.A. 4-5-202, 4-5-203, 4-5-204, 63-22-101, 63-22-102, 63-22-103, 63-22-104, 63-22-106, 63-22-107, 63-22-110, 63-22-115, and 63-22-116. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed November 21, 2001; effective February 4, 2002. Amendment filed April 30, 2002; effective July 14, 2002.

0450-2-.11 RETIREMENT AND REACTIVATION OF CERTIFICATE OR LICENSE.

- (1) Once a certified marital and family therapist obtains the status of LMFT, his certification will be automatically administratively retired by the board's office.

(Rule 0450-2-.11, continued)

- (2) A person who holds a current certificate or license and does not intend to practice as a “certified marital and family therapist” or “licensed marital and family therapist” may apply to convert an active certificate or license to inactive (“retired”) status. An individual who holds a retired certificate or license will not be required to pay the renewal fee.
- (3) A person who holds an active certificate or license may apply for retired status in the following manner:
 - (a) Obtain from, complete, and submit to the board’s administrative office an affidavit of retirement form; and
 - (b) Submit any documentation which may be required by the form to the board’s administrative office.
- (4) Certification or licensure holders whose certificate or license has been retired may reenter active status by doing the following:
 - (a) Submit a written request to the board’s administrative office for certification or licensure reactivation;
 - (b) Pay the licensure or certification renewal fee and state regulatory fee as provided in rule 0450-2-.06 and if retirement was pursuant to rule 0450-2-.09, and reactivation was requested prior to the expiration of one year from the date of retirement, the board may require payment of the late renewal fee, past due renewal fees, and state regulatory fees as provided in rule 0450-2-.06; and
 - (c) Comply with the continuing education provisions of rule 0450-2-.12 applicable to reactivation of a retired license or certificate.
- (5) Certification or licensure reactivation applications shall be treated as certification or licensure applications and review and decisions shall be governed by rule 0450-2-.04.

Authority: T.C.A. §§4-5-202 and 63-22-108. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.12 CONTINUING EDUCATION.

- (1) Basic Requirements
 - (a) Each person registered with the board is required to complete 10 clock hours of continuing education during each calendar year.
 - (b) Those persons who hold two (2) certificates and/or licenses regulated by the Tennessee Board for Professional Counselors, Marital and Family Therapists and Clinical Pastoral Therapists shall complete fifteen (15) clock hours of continuing education each calendar year. A person who holds three (3) certificates and/or licenses shall complete twenty (20) clock hours of continuing education each calendar year. In each case, at least five (5) clock hours shall be directly related to the practice of each profession for which the person is licensed or certified.
 - (c) A person is not required to complete continuing for a profession in the calendar year that his/her license and/or certificate was initially approved.
- (2) Acceptable Continuing Education - Acceptable continuing education shall consist of master or doctoral level course work from a nationally or regionally accredited institution of higher education; attendance at educational events sponsored by national, state, regional, or local professional associations in the

(Rule 0450-2-.12, continued)

field; or events related to the practice of the profession for which a nationally or regionally accredited institution of higher education grants CEUs.

(3) Documentation

- (a) Each person registered with the board must retain proof of attendance and completion of all continuing education requirements. This documentation must be retained for a period of four years from the end of the calendar year in which the continuing education was acquired. This documentation must be produced for inspection and verification, if requested in writing by the board during its verification process. The board will not maintain continuing education files.
- (b) The board will conduct a randomly selected audit of individual records to assure that the continuing education requirements have been met. An individual's records may be audited during consecutive renewal periods.
- (c) If audited, the individual must, within 15 working days of a request from the board, provide evidence of continuing education activities. Such evidence must be by submission of one or more of the following:
 - 1. Certificates verifying the individual's attendance at the continuing education programs described above.
 - 2. Individuals submitting a program as evidence of attendance at a continuing education event will also be required to submit two, or more, of the following for each program submitted: registration receipt, signed program, cancelled check, hotel bill, name badge, or an original letter on official stationery signed by a professional associate who attended.
 - 3. An original letter on official institution stationery from the instructor of the graduate level course verifying that the course was completed and listing the number of credit hours of attendance completed by the individual.
 - 4. Official transcript verifying credit hours earned. One semester academic credit hour is equivalent to 15 clock hours for the purpose of certification/licensure renewal. Credit for auditing will be for the actual clock hours in attendance, not to exceed the academic credit.
- (4) The board does not preapprove continuing education programs. It is the individual's responsibility, using his professional judgment, to determine whether or not a workshop is applicable and appropriate to his professional development and meets the standards specified in these rules.
 - (a) If a person submits documentation for training that is not clearly identifiable as appropriate continuing education, the board will request a written description of the training and how it applies to the individual's professional practice. If the board determines that the training can not be considered appropriate continuing education, the individual will be given 90 days to replace the hours not allowed. Those hours will be considered replacement hours and cannot be counted during the next renewal period.
 - (b) Continuing education credit will not be allowed for the following:
 - 1. Regular work activities, administrative staff meetings, case staffing/reporting, etc.;
 - 2. Membership in, holding office in, or participation on boards or committees, business meetings of professional organizations, or banquet speeches;

(Rule 0450-2-.12, continued)

3. Independent unstructured or self-structured learning;
 4. Training specifically related to policies and procedures of an agency may not be counted; or
 5. Non-counseling content courses - examples: finance or business management.
- (5) Continuing Education for Reactivation of Certificate or License
- (a) Reactivation of retired certification or licensure
 1. An individual whose certification or licensure has been retired for one year or less will be required to fulfill continuing education requirements as outlined in this rule as a prerequisite to reinstatement. Those hours will be considered replacement hours and cannot be counted during the next certification/licensure renewal period.
 2. Any individual requesting reactivation of a certificate or license which has been retired must submit along with the reactivation request, verification which indicates the attendance and completion of 10 hours of continuing education which must have been begun and successfully completed within 12 months immediately preceding the date of requested reinstatement. The continuing education hours completed to reinstate a retired certificate or license shall not be credited toward the continuing education hours required to be completed by the end of the calendar year following reinstatement.
 3. The board, upon receipt of a written request and explanation, may waive or condition any or all of the continuing education for reactivation of a retired certificate or license in emergency situations.
 - (b) Reactivation of revoked licensure or certification - No person whose license or certificate has been revoked for failure to comply with continuing education may be reinstated without complying with these requirements. Continuing education will accumulate at the same rate as that for those licenses and certificate holders which are active. The required clock hours of continuing education must have been begun and successfully completed within twelve (12) months immediately preceding the date of reinstatement. A license or certificate which has been revoked for noncompliance with the continuing education requirement shall also be subject to the late renewal fee pursuant to rule 0450-2-.06.
 - (c) Reactivation of expired licensure - No person whose license or certificate has expired may be reinstated without submitting evidence of continuing education. The continuing education hours documented at the time of reinstatement must equal the hours required, had the license or certificate remained in an active status, and must have been successfully completed within twelve (12) months immediately preceding the date of reinstatement.
 - (d) Continuing education hours obtained as a prerequisite for reactivating a license or certificate may not be counted toward the calendar year requirement.
- (6) Violations
- (a) Any licensee or certificate holder who falsely certifies attendance and completion of the required hours of continuing education requirements, or who does not or can not adequately substantiate completed continuing education hours with the required documentation, may be subject to disciplinary action.
 - (b) Prior to the institution of any disciplinary proceedings, a letter shall be issued to the last known address of the individual stating the facts or conduct which warrant the intended action.

(Rule 0450-2-.12, continued)

- (c) The licensee or certificate holder has thirty (30) days from the date of notification to show compliance with all lawful requirements for the retention of the license or certificate.
- (d) Any licensee or certificate holder who fails to show compliance with the required continuing education hours in response to the notice contemplated by subparagraph (8) (b) above may be subject to disciplinary action.
- (e) Continuing education hours obtained as a result of compliance with the terms of a Board Order in any disciplinary action shall not be credited toward the continuing education hours required to be obtained in any renewal period.

Authority: T.C.A. §§4-5-202, 4-5-204, 63-1-107, 63-22-102, 63-22-108, 63-22-110, and 63-22-111. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 20, 1996; effective November 2, 1996. Amendment filed July 31, 2000; effective October 14, 2000. Amendment filed April 30, 2002; effective July 14, 2002.

0450-2-.13 PROFESSIONAL ETHICS. The AAMFT code of ethics shall govern the conduct of marital and family therapists registered with the board.

- (1) The certified marital and family therapists and licensed marital and family therapists and anyone under their supervision shall conduct their professional practice in conformity with the legal, ethical and professional standards promulgated by the Board under its current statutes and rules and regulations.
- (2) All licensees and certificate holders shall comply with the current code of ethics adopted by the American Association for Marriage and Family Therapy (AAMFT), except to the extent that it conflicts with the laws of the state of Tennessee or the rules of the Board. If the code of ethics conflicts with state law or rules, the state law or rules govern the matter. Violation of the codes of ethics or state law or rules may subject a licensee or certificate holder to disciplinary action.
 - (a) Each applicant, certificate holder, or licensee is responsible for being familiar with and following this code of ethics.
 - (b) A copy of this code of ethics may be obtained by writing the American Association for Marriage and Family Therapy, 1133 15th Street NW, Suite 300, Washington, D.C. 20005-2710.
- (3) In the event an applicant, certificate holder, licensee, or other individual has a question regarding legal, ethical, and professional standards neither the Board nor its administrative personnel shall consider such questions unless presented with a proper petition for a declaratory order, subject to the requirements set forth in T.C.A. § 4-5-223.

Authority: T.C.A. §§4-5-202, 4-5-204, 4-5-223, 63-22-102, 63-22-106, and 63-22-110. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed April 10, 2002; effective June 24, 2002. Amendment filed August 16, 2002; effective October 30, 2002.

0450-2-.14 EVIDENCE OF CLINICAL PRACTICE EXPERIENCE.

- (1) Pursuant to rule 0450-2-.05, applicants seeking to be licensed shall submit written evidence (the term “written evidence” shall include, but not be limited to, verification from supervisors or other professional colleagues familiar with the applicant’s work) of having been actively engaged in the practice of marital and family therapy.
- (2) “Actively engaged” shall be defined as having been engaged in the practice of marital and family therapy for 10 or more face-to-face client contact hours per week.

Authority: T.C.A. §§4-5-202 and 63-22-113. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.15 DISCIPLINARY ACTIONS AND CIVIL PENALTIES.

- (1) Upon a finding by the board that a marital and family therapist has violated any provision of the T.C.A. §§ 63-22-101, et seq., or the rules promulgated thereto, the board may impose any of the following actions separately or in any combination deemed appropriate to the offense:
 - (a) Advisory Censure - This is a written action issued to the marital and family therapist for minor or near infractions. It is informal and advisory in nature and does not constitute a formal disciplinary action.
 - (b) Formal censure or Reprimand - This is a written action issued to a marital and family therapist for one time and less severe violations. It is a formal disciplinary action.
 - (c) Probation - This is a formal disciplinary action which places a marital and family therapist on close scrutiny for a fixed period of time. This action may be combined with conditions which must be met before probation will be lifted and/or which restrict the individual's activities during the probationary period.
 - (d) Certification or Licensure Suspension - This is a formal disciplinary action which suspends an individual's right to practice for a fixed period of time. It contemplates the reentry of the individual into the practice under the certification/licensure previously issued.
 - (e) Certification or Licensure Revocation - This is the most severe form of disciplinary action which removes an individual from the practice of the profession and terminates the certification or licensure previously issued. If revoked, it relegates the violator to the status he possessed prior to application for certification/licensure. However, the Board may in its discretion allow the reinstatement of a revoked certificate or license upon conditions and after a period of time it deems appropriate. No petition for reinstatement and no new application for certification or licensure from a person whose certificate/license was revoked shall be considered prior to the expiration of at least one year unless otherwise stated in the board's revocation order.
 - (f) Conditions - These include any action deemed appropriate by the Board to be required of an individual disciplined during any period of probation or suspension or as a prerequisite to the lifting of probation or suspension or the reinstatement of a revoked certificate or license.
 - (g) Civil Penalty - A monetary disciplinary action assessed by the Board pursuant to paragraph (2) of this rule.
- (2) Civil Penalties
 - (a) Purpose. The purpose of this rule is to set out a schedule designating the minimum and maximum civil penalties which may be assessed pursuant to Public Chapter 389, Acts of 1989.
 - (b) Schedule of Civil Penalties
 1. A Type A civil penalty may be imposed whenever the board finds the person who is required to be licensed or certified by the board is guilty of a willful and knowing violation of the Practice Act, or regulations pursuant thereto, to such an extent that there is, or is likely to be an imminent substantial threat to the health, safety and welfare of an individual client or the public. For purposes of this section, a type A penalty shall include, but not be limited to, a person who willfully and knowingly is or was practicing as a marital and family therapist without a license or certificate from the board.
 2. A Type B civil penalty may be imposed whenever the board finds the person required to be licensed/certified by the board is guilty of a violation of the Professional Counselors

(Rule 0450-2-.15, continued)

and Marital and Family Therapists Practice Act or regulations pursuant thereto in such manner as to impact directly on the care of clients or the public.

3. A Type C civil penalty may be imposed whenever the board finds the person required to be licensed, permitted, or authorized by the board is guilty of a violation of the Professional Counselors and Marital and Family Therapists Practice Act or regulations promulgated thereto, which are neither directly detrimental to the clients or public, nor directly impact their care, but have only an indirect relationship to client care or the public.

(c) Amount of Civil Penalties

1. Type A civil penalties shall be assessed in the amount of not less than \$500 nor more than \$1,000.
2. Type B civil penalties may be assessed in the amount of not less than \$100 and not more than \$500.
3. Type C civil penalties may be assessed in the amount of not less than \$50 and not more than \$100.

(d) Procedures for Assessing Civil Penalties

1. The Division of Health Related Boards may initiate a civil penalty assessment by filing a Memorandum of Assessment of Civil Penalty. The Division shall state in the memorandum the facts and law upon which it relies in alleging a violation, the proposed amount of the civil penalty and the basis for such penalty. The Division may incorporate the Memorandum of Assessment of Civil Penalty with a Notice of Charges which may be issued attendant thereto.
2. Civil Penalties may also be initiated and assessed by the board during consideration of any Notice of Charges. In addition, the Board may, upon good cause shown, assess a type and amount of civil penalty which was not recommended by the Division.
3. In assessing the civil penalties pursuant to these rules the board may consider the following factors:
 - (i) Whether the amount imposed will be a substantial economic deterrent to the violator;
 - (ii) The circumstances leading to the violation;
 - (iii) The severity of the violation and the risk of harm to the public;
 - (iv) The economic benefits gained by the violator as a result of non-compliance; and,
 - (v) The interest of the public.
4. All proceedings for the assessment of civil penalties shall be governed by the contested case provisions of T.C.A. Title 4, Chapter 5.

- (3) Informal Settlements - The board consultant is authorized to enter into informal settlement agreements pursuant to rule 0450-2-.19(7) under which a complaint against an individual may be closed without any disciplinary action. Such agreement may include any terms deemed appropriate by the board consultant including, but not limited to:

(Rule 0450-2-.15, continued)

- (a) Mandatory education program or course attendance;
- (b) Submission of reports, records or other appropriate documentation;
- (c) Conditioning of the individual's activities in any manner which affects his practice in Tennessee.

Authority: T.C.A. §§4-5-101, 4-5-202, 63-1-134, 63-22-110, and 63-22-115. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.16 DUPLICATE CERTIFICATE OR LICENSE. A license or certificate holder whose “artistically designed” certificate or license has been lost or destroyed may be issued a duplicate document upon receipt of a written request in the board administrative office. Such request shall be accompanied by an affidavit (signed and notarized) stating the facts concerning the loss or destruction of the original document and the required fee pursuant to rule 0450-2-.06.

Authority: T.C.A. §§4-5-202 and 63-1-106. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.17 CHANGE OF ADDRESS AND/OR NAME.

- (1) Change of Address - Each person holding a certificate or license who has had a change of address shall file in writing with the board his current mailing address, giving both old and new addresses. Such requests should be received in the board administrative office no later than 30 days after such change has occurred and must reference the individual's name, profession, and certificate or license number.
- (2) Change of Name - Individuals registered with the board shall notify the board in writing within 30 days of a name change. A certified copy of the official document evidencing the name change shall be included. A request for name change must reference the individual's profession and certificate or license number.

Authority: T.C.A. §§4-5-202 and 63-1-108. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.18 MANDATORY RELEASE OF CLIENT RECORDS.

- (1) Upon request from a client or the client's authorized representative, an individual registered with this board shall provide a complete copy of the client's records or summary of such records which were maintained by the provider.
- (2) It shall be the provider's option as to whether copies of the records or a summary will be given to the client.
- (3) Requests for records shall be honored by the provider in a timely manner.
- (4) The individual requesting the records shall be responsible for payment of a reasonable fee to the provider for copying and mailing of the records.

Authority: T.C.A. §§4-5-202, 63-2-101, and 63-2-102. **Administrative History:** Original rule filed April 29, 1992; effective June 13, 1992.

0450-2-.19 BOARD MEETINGS, OFFICERS, CONSULTANTS, RECORDS, AND DECLARATORY ORDERS.

- (1) Description of Organization
 - (a) The Board for Professional Counselors, Marital and Family Therapists, and Clinical Pastoral Therapists is composed by law of five members appointed by the governor to staggered terms of five years.
 - (b) The composition of the board shall include two licensed or certified professional counselors, two licensed or certified marital and family therapists, and one citizen.
 - (c) Appointments are made from lists of qualified candidates submitted to the governor.
- (2) Purpose of Board - The board is charged by law with the responsibility of regulating the practice of professional counseling and marital and family therapy.
- (3) Board Meetings.
 - (a) The time, place, and frequency of board meetings shall be at the discretion of the board except at least one meeting shall be held annually.
 - (b) Special meetings are called at the discretion of the President or at the request of two members of the board.
 - (c) Three members of the board shall at all times constitute a quorum.
 - (d) All meetings of the board shall be open to the public.
- (4) The board shall each July elect from its members the following officers:
 - (a) President - who shall preside at all board meetings.
 - (b) Vice President - who shall preside in the absence of the President.
 - (c) Secretary - who along with the board administrator shall be responsible for correspondence from the board.
- (5) Responsibilities of the board include, but are not limited to:
 - (a) Adopt and revise rules and regulations as may be necessary to carry out its powers and duties;
 - (b) Adopt and/or administer examinations;
 - (c) Examine for, deny, withhold, or approve the license of an applicant and renew licenses or certificates pursuant to rule 0450-2-.09;
 - (d) Establish continuing education requirements;
 - (e) Appoint designee to assist in the performance of its duties, i.e., oral examination committee; and
 - (f) Conduct hearings.
- (6) Board Conflict of Interest - Any board member having an immediate personal, private, or financial interest in any matter pending before the board shall disclose the fact in writing and shall not vote upon such matter.

(Rule 0450-2-.19, continued)

- (7) Board consultants are appointed by the board and vested with the authority to do the following acts:
 - (a) Recommend whether and what type disciplinary actions should be instituted as the result of complaints received or investigations conducted by the Division.
 - (b) Recommend whether and what terms a complaint, case or disciplinary action might be informally settled. Any matter proposed for informal settlement must be subsequently ratified by the full board before it will become effective.
 - (c) Undertake any other matters authorized by a majority vote of the board.
- (8) Records and Complaints
 - (a) All requests, applications, notices, other communications and correspondence shall be directed to the board administrative office. Any requests or inquiries requiring a board decision or official board action, except documents relating to disciplinary actions or hearing requests, must be received 14 days prior to a scheduled board meeting and will be retained in the administrative office and presented to the board at the board meeting. Such documentation not timely received shall be set over to the next board meeting.
 - (b) All records of the board, except those made confidential by law, are open for inspection and examination, under the supervision of an employee of the Division at the board's administrative office.
 - (c) Copies of public records shall be provided to any person upon payment of the cost of copying.
 - (d) Complaints made against a licensed or certified practitioner become public information only upon the filing of a notice of charges by the Department of Health.
- (9) Declaratory Orders - The Board adopts, as if fully set out herein, rule 1200-10-1-.11, of the Division of Health Related Boards and as it may from time to time be amended, as its rule governing the declaratory order process. All declaratory order petitions involving statutes, rules or orders within the jurisdiction of the Board shall be addressed by the Board pursuant to that rule and not by the Division. Declaratory Order Petition forms can be obtained from the Board's administrative office.

Authority: T.C.A. §§4-5-202, 4-5-204, 4-5-223, 4-5-224, 63-22-101, 63-22-102, 63-22-114 and 63-1-117.
Administrative History: Original rule filed April 29, 1992; effective June 13, 1992. Amendment filed August 13, 1999; effective October 27, 1999.

0450-2-.20 CONSUMER RIGHT-TO-KNOW REQUIREMENTS.

- (1) Malpractice Reporting Requirements - The threshold amount below which medical malpractice judgments, awards or settlements in which payments are awarded to complaining parties need not be reported pursuant to the "Health Care Consumer Right-To-Know Act of 1998" shall be ten thousand dollars (\$10,000)
- (2) Criminal Conviction Reporting Requirements - For purposes of the "Health Care Consumer Right-To-Know Act of 1998," the following criminal convictions must be reported:
 - (a) Conviction of any felony; and
 - (b) Conviction or adjudication of guilt of any misdemeanor, regardless of its classification, in which any element of the misdemeanor involves any one or more of the following:

(Rule 0450-2-.20, continued)

1. Sex.
 2. Alcohol or drugs.
 3. Physical injury or threat of injury to any person.
 4. Abuse or neglect of any minor, spouse or the elderly.
 5. Fraud or theft.
- (c) If any misdemeanor conviction reported under this rule is ordered expunged, a copy of the order of expungement signed by the judge must be submitted to the Department before the conviction will be expunged from any profile.

Authority: *T.C.A. §§4-5-202, 4-5-204, 63-22-102, 63-51-101, et seq., and Public Chapter 373 of the Public Acts of 1999. Administrative History:* Original rule filed February 10, 2000; effective April 25, 2000.